



# STATE OF TENNESSEE

## DEPARTMENT OF HUMAN RESOURCES

### CLASS SPECIFICATION

|                                     |                    |                    |                                      |
|-------------------------------------|--------------------|--------------------|--------------------------------------|
| Class Title:<br><b>THP SERGEANT</b> |                    |                    | Abbreviation:<br><b>THP SGT</b>      |
| Class Code: <b>38632</b>            | OCC Code: <b>6</b> | Analyst: <b>EX</b> | Effective Date: <b>JUNE 24, 2008</b> |

**SUMMARY:** Under general supervision, is responsible for supervisory highway patrol work of average difficulty or is assigned to perform highway patrol-related staff work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first supervisory class in the Highway Patrol sub-series. An employee in this class is responsible for daily supervision of staff performing public assistance, public protection, crime prevention, state/federal law enforcement, defendant prosecution, and related Highway Patrol work in an assigned Highway Patrol district or is assigned to perform Highway Patrol related staff work of average difficulty. This class differs from Trooper in that an incumbent of the latter performs in an entry-working capacity. This class differs from THP Lieutenant in that an incumbent of the latter performs as shift supervisor, responsible for a large segment of a Highway Patrol district, or under changing shift conditions may be responsible for all Highway Patrol operations in a Highway Patrol district.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

1. Supervises Troopers, administrative personnel, and communications staff: performs on-site inspections of personnel and equipment in assigned area of responsibility to ensure compliance with established policies and procedures; determines personnel schedules and assignments based on statistical data pertaining to performance of duties, arrests, and traffic crashes; may be responsible for providing supervision for a large segment of a district in the absence of senior officers; coordinates with other law enforcement agencies to provide assistance with riot control, local arrests, undercover operations, and other police-related duties.
2. Leads staff involved in the enforcement of state and federal laws relating to the operation of motor and commercial vehicles: investigates potential criminal acts under highway patrol authority including but not limited to traffic crashes and vehicular homicide; investigates complaints concerning trooper activity, commercial vehicle inspections, pursuits, and use of force; asks questions and records statements from witnesses, victims, suspects, and other law enforcement personnel; collects evidence and information obtained from witnesses according to departmental procedures and legal guidelines; arrests individuals suspected of criminal activity and misdemeanor or felony offenses.
3. Evaluates case reports submitted by Troopers for proper documentation, quality, and potential for successful prosecution: verifies case reports include required forms and appropriate information regarding observations, evidence, and lab analysis; ensures reports are completed according to department policy and procedure; discusses results of investigation with subordinate staff; submits

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legal correspondence, investigative case reports, and evidence to prosecuting attorneys for use in criminal prosecutions; maintains operating records and reports regarding staff attendance, patrol schedules, weapons inventory, equipment inspections, and evidence storage; completes pre-employment background investigations and employee performance evaluations.

4. Patrols an assigned geographical area in a patrol car to monitor sensitive locations and watch for driving hazards, potential criminal activity, and motor vehicle violations; searches state and federal law enforcement databases to perform criminal history background checks, examine driver's license data, review stolen vehicle reports, and access other related information using a wireless computer; prepares citations for vehicles exceeding established limits of operation; files commercial vehicle inspection and case reports; secures traffic crash scenes and determines appropriate course of action; administers first aid to injured persons.
5. Educates law enforcement personnel, motorists, and other citizens; provides law-related instruction and area information through training sessions, safety education programs, and roadside assistance: trains subordinate staff, local or county officers, or other state employees in a variety of law enforcement areas including crash investigation, basic cadet training, motor carrier inspections, use of firearms and related equipment; gives presentations to public groups and civic organizations regarding highway safety, bicycle safety, winter driving, commercial vehicle safety, motorcycle safety, drug and alcohol abuse, safety restraint use, and work zone safety using videos, lectures, demonstrations, and other multimedia; provides roadside assistance to motorists by offering mechanical assistance, changing tires, supplying gasoline, or giving directions; provides informational training to day care transport or school bus drivers regarding state laws pertaining to school bus and child transportation safety.
6. Participates in legal and due process proceedings of persons involved in the violations of laws, rules, or regulations regarding criminal investigations: testifies under oath to judges, district attorneys, juries, or commissioners in depositions, court, and/or preliminary or departmental hearings to explain details of investigations; arranges and presents files and court exhibits for legal proceedings.

#### MINIMUM QUALIFICATIONS:

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) responsible highway patrol work or commercial motor vehicle regulatory work with the State of Tennessee.

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**Substitution of Education for Experience:** Graduation from an accredited two-year college or technical institute may be substituted for the required experience on a year-for-year basis to a maximum of two years.

#### **Necessary Special Qualifications:**

Applicants for this class must:

1. be willing to and able to qualify with, carry, and use assigned weapons
2. be at least twenty-one (21) years of age on the date of application
3. be a citizen of the United States
4. have a good moral character, as determined by investigation
5. complete a criminal history disclosure form in a manner approved by the appointing authority
6. agree to release all records involving their criminal history to the appointing authority
7. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check
8. have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces
9. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position
10. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position
11. have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses
12. possess a valid motor vehicle operator's license at the time of appointment in some positions
13. possess a valid North American Standard Commercial Vehicle Inspection Certification in some positions
14. If assigned flight duty, must possess an applicable commercial pilot's license
15. upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

**EXAMINATION METHOD:** Written Test, 50%, and Oral Interview, 50%, for Career Service positions.

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